

## What Goes Where in the Annual Report?

### Electronic Material

**General rule:** If service is purchased as a package of titles with no selection on the part of the library, count as a database [08-029] and do not include usage in circulation.

#### 3M Cloud e-books

⇒ Report collection in [09-008], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### Ancestry.com Library Edition

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### Axis 360 e-books

⇒ Report collection in [09-008], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### E-readers or Music-Playing Devices (e.g. MP3 Players)

⇒ Report number owned in [09-014], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

#### E-readers or Multiple Items Loaded on One Electronic Device

⇒ Count as one Circulated Item

#### Freeding

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]. See General rule, above

#### Freegal

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]. See General rule, above

#### Gale Databases

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### Heritage Quest Online

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### INSPIRE

⇒ PREFILLED. Count as 62 Databases [08-028].

#### Mango Languages

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### Naxos Music Library

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### NewsBank

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### OneClickdigital (Recorded Books)

⇒ Report collection in [09-012], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### OverDrive - NOTE:

⇒ If part of an OverDrive consortium, count shared consortium holdings as part of your collection.

#### OverDrive, Audio

⇒ Report collection in [09-012], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### OverDrive, E-Books

⇒ Report collection in [09-008], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### OverDrive, Music

⇒ Report collection in [09-012], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### OverDrive, Video

⇒ Report collection in [09-010], Circulation in [09-003], and Expenditure [05-023 or 05-028].

#### Playaway Audio Books

⇒ Report number owned in [09-014], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

#### Project Gutenberg/LibriVox

⇒ Do not report these - Really!

#### Rocket Languages

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

#### TumbleBooks

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]. See General rule, above

#### Tutor.com

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

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### Westlaw

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

### World Book Online

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]

### Zinio

⇒ Count as one Database [08-029]. Expenditure goes in [05-026 or 05-031]. See General rule, above

## Revenue and Expenditures

### Bookkeeping Costs

⇒ If bookkeeper is a temp. or part time employee of the library, report in [05-003]. Otherwise, report in [05-007]

### Debt Service

⇒ [05-014; see note]

### E-rate

⇒ Report in Other Federal Grants Operating Fund Income [04-018]

### Income from Loans and Bond Issues

⇒ Report in [04-026]

### Internet Access Costs

⇒ Report in [05-008]

### Landscaping Expenses

⇒ Report in [05-012]

### LSTA Grants

⇒ Report in Other Federal Grants Operating Fund Income [04-018]

### Miscellaneous Expenditures

⇒ Report in "Other" [05-016]

### Performers and Presenters Fees

⇒ Report in Professional Services [05-007]

## Collection and Circulation

### Circulation of YA Materials

⇒ Include with circulation of Adult Materials

### Discarded Items

⇒ Do not count as part of collection

### Missing Items in Collection

⇒ Count as part of the collection -- until the decision is made to mark them lost

## Library Board

### New Board Members Added After End of Fiscal Year

⇒ Report the most current membership information available

## Library Staff

### Calculating FTEs

⇒ This is a national standard: Divide total hours by 40 to calculate Full Time Equivalent

## Programs

### Attendance

⇒ All attendees at programs should be counted, regardless of age (e.g. Count any adults at a YA program)

## Technology

### AWE computers/Early Literacy Stations

⇒ Do NOT count them as Internet Computers [08-036] or in the Number of Uses of Internet Computers [08-032].

## Other Topics

### Estimated Population

⇒ This is the latest official population from Indiana State Data Center. The field is locked, read-only

Indiana State Library - Library Development Office

Original design courtesy of Jay Bank, Kentucky State Library

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